

MINUTES

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

WORKFORCE PROFICIENCY PANEL

April 17, 2000

Minute No. 1

Call to Order

Jerry Seager, Acting Chair, called the meeting of the Workforce Proficiency Panel to order.

Minute No. 2

Roll Call and Determination of a Quorum

It was established there was not a quorum present. Panel members present were Jerry Seager (Secretary), Mike Hayes, Johnny Alderman, and B. J. Bischoff. Members absent were James Pittman, Marianetta Blackwell, Ronald Christ, and Kathy Sutton

Minute No. 3

Consideration of the February 21, 2000 Minutes, Document 00-1 Workforce Proficiency Panel Meeting

Panel member Bischoff moved that the Minutes of the February 21, 2000 meeting be approved. Seconded by Panel member Hayes; unanimously carried. (Copy filed with official Minutes.)

Action: **Approved Minutes**

Terry Fields, Director, Technical Education discussed the Proficiency Panel Chair vacancy. Jim Edwards, former Panel Chair, will be working on the incumbent worker project through June. Following that he hopes to be reappointed by the Governor to the Panel.

Mr. Edwards explained that he had just recently decided to retire and therefore would be eligible for reappointment.

Minute No. 4

Discussion Item: Industry-Based Certificates for Workforce Certification

Mr. Fields reported on the process of assessing Incumbent Workers for Industry-Based Certificates. He explained the incumbent worker assessment is based on work performance, whereas the Education-Based Certificates are based on training the individual receives. The first step of Industry-Based Certificates is to perform a job task analysis and write scenarios to assess job performance. The scenarios are then taken to industry representatives for approval.

According to procedures, there are two ways for incumbent workers to be assessed. They are: (1) by the company; or (2) by third party assessment. Currently there are three staff people trained in job task analysis. Presently, through the Workforce Investment Boards, staff is attempting to gain the assistance of the Workforce Development Centers to enlist the aid of 25-30 staff to assist in the job task analysis.

Minute No. 5

Discussion Item: Elkhart Project

Mr. Fields updated the panel on the results of the Elkhart Project. Statewide, the demand is so great there is at least a six month to one year wait for companies wanting employees assessed. Basic skills are considered in the job task analysis which then may be transferable to other positions within that company or to other companies. At most companies, through these assessments, turnover has decreased. Currently, all funds are being utilized in the job task analysis/assessment process. Some companies use the scenarios provided as job descriptions for employees. It was suggested that at the next Panel meeting scenarios of the ten core competencies be provided for the Panel.

Discussion on the process of job task analysis and the assessment procedures followed.

Minute No. 6

Discussion Item: Marketing Report

Mr. Fields reported on marketing efforts that included upgrading a power point presentation that will be shown at the next Panel meeting. Also, he reported that project staff will be developing a video for the incumbent worker side of the Certificates of Technical Achievement. Discussion on marketing efforts followed.

Minute No. 7

Discussion Item: Results

Mr. Fields gave an update on the CTA Progress Summary. (Copy filed with official Minutes.) This report shows the school to work areas which have been active in the certification process and the areas in which efforts need to be concentrated to increase the numbers of those with CTAs. Discussion on the 1996-2000 Progress Summary Report followed. Mr. Fields also stated Indiana Department of Education held a Business Professionals of America conference in which more than 150 business students were assessed. There were 72 Certificates of Technical Achievement given at this conference. Also, in April there was a Health Occupations Student Organization conference held in which 37 Certificates were issued.

Minute No. 8

Decision Item: Consideration of State or National Certification Systems Endorsement

Mr. Fields gave an update on the nominations for State/National Systems Endorsement. Currently we have more than 90 nominations. A list of the nominations was given to the Panel for review. (Copy filed with official Minutes.) Staff is in the process of reviewing these nominations to see which ones meet the criteria established by the Panel. According to legislation, part of the Panels responsibility is to approve the quality of training for these certifications. At the next Panel meeting, any state and national certifications meeting the criteria will be presented for approval. Discussion on the certification systems followed. Panel members expressed interest in knowing who had made nominations. Staff will share that information at the next meeting.

Minute No. 9

Discussion Item: Other Business

There was no other business to come before the panel

Minute No. 10

Adjournment

Acting Chair Seager declared the meeting adjourned.

Date_____ Chair_____ Secretary_____